

Document 10: Schedule J – Public Works Department

Table 1 – Purpose and scope of each delegated authority in Schedule J of the Delegation of Authority By-law

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Public Works, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Public Works, may approve, amend and rescind departmental policies and procedures.</p>	<p>Provides the ability for the General Manager to ensure corporate administrative and departmental policies and procedures reflect the department's mandate as well as changing community and programming demands, provincial regulations, market conditions, etc.</p>	General Manager
2	<p>The General Manager, Public Works, is authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are consistent with the departmental mandate and are at no cost to the City, with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Parks Maintenance to amend, extend and execute NCC maintenance agreements.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
3	<p>The General Manager, Public Works, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for the General Manager to approve, amend, extend and execute service agreements on an as-needed basis. This also includes the ability to enter into grant and contributions agreements if the grant has already been approved by Council.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
4	<p>The General Manager, Public Works, and the Director, Traffic Services, individually are authorized to approve, conclude and execute non-development related maintenance and liability agreements on behalf of the City provided that:</p> <ul style="list-style-type: none"> a) the agreement contains insurance and indemnity provisions satisfactory to the City Solicitor; b) the applicant agrees to carry out the work in accordance with the City's specifications and to assume all costs related to the work; and c) the applicant agrees to pay all costs associated with the preparation and registration of the agreement. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Parks Maintenance to approve, conclude and execute Maintenance and Liability agreements for various Park requests such as pollinator gardens and/or other user groups.</p> <p>Provides the ability for Traffic Services to approve, conclude and execute Maintenance and Liability agreements for various services including the operation and maintenance of the Red Light Camera System, the Automated Speed Enforcement cameras, the application and maintenance of road markings, maintenance of street lighting, ongoing conversion of streetlights to LED, implementation and maintenance of the Permanent Count Monitoring System, and for the administration and operation of the Adult School Crossing Guard and Outreach Program.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p>

Section	Delegation	Purpose	Scope
5	<p>The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to proceed with intersection or road modifications provided that:</p> <p>a) there are no outstanding written objections in response to notice given by the City pursuant to the requirements of the Municipal Act, 2001, and in accordance with the requirements of By-law 2002-522, as amended, being the City's Public Notice By-law; and</p> <p>b) the respective Ward Councillor has concurred with the modifications</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Traffic Services to approve, conclude and execute intersection and or road modifications for the installation of:</p> <ul style="list-style-type: none"> • Traffic Control Devices including but not limited to traffic signals, roundabouts and pedestrian Crossovers; and, • Safety improvements through the Road Safety Action Plan including but not limited to remedial action to address skewed intersections, to provide continuous pedestrian facilities, and remove/improve overall accessibility along multi-use-pathways. <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p>

Section	Delegation	Purpose	Scope
6	<p>The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to approve, erect and maintain such signs, traffic control signals, pavement markings, and other traffic control devices as may be required to regulate and direct pedestrian and vehicular traffic for the safety and convenience of the public.</p> <p>The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to approve the erection and maintenance of such street light fixtures, street light poles, and associated street lighting devices as may be required provided that the erection and maintenance is in accordance with the approved City Right-of- Way Lighting Policy and it is for the safety and convenience of the public.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Traffic Services to approve, erect install and maintain signs, traffic control signals, pavement markings and other traffic controls (pedestrian crossovers) in support of the safe and effective mobility of people and goods city-wide.</p> <p>Provides the ability for Traffic Services to approve the erection and maintenance of street light fixtures, street light poles, and associated street lighting devices in accordance with the Right of Way Lighting Policy and the safety and convenience of the public.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p>

Section	Delegation	Purpose	Scope
7	<p>The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to temporarily close a City road or a portion of a City road provided that the road closure is for the purpose of routine road operations including construction, rehabilitation, or maintenance and appropriate signs are erected to provide reasonable notice of the temporary closure.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Traffic Services to temporarily close a City road or a portion of a road (lane) for planned and unplanned events (construction, rehabilitation, maintenance, special events, roadway accidents) with the erection of appropriate temporary no stopping signage</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p>

Section	Delegation	Purpose	Scope
8	<p>The General Manager, Public Works, the Director, Traffic Services, and the Director, Roads and Parking Services, individually are delegated the authority to prohibit and regulate the movement, parking, or stopping of vehicles for a temporary period, including the temporary closing of a City street during such times and days as deemed proper and necessary for the safe operation of the street and the safe performance of a vital City function, and to erect appropriate signs to provide reasonable notice thereof.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Traffic Services and Roads and Parking Services to prohibit and regulate the movement, parking or stopping of vehicles for a temporary period for the safe operation of the street and performance of a vital City function. Such actions are in response to both planned and unplanned events impacting the right-of-way.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p> <p>Director, Roads and Parking Services</p>
9	<p>The General Manager, Public Works, is delegated the authority to close any private road, entranceway, gate, or other structure or facility constructed or used as a means of access to a controlled access road in accordance with By-law No. 2017-301, as amended, being the City's Traffic and Parking By-law, or any successor by-law thereto.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Traffic Services to close any private road, entranceway, gate or other structure or facility constructed or used as a means of access to a controlled access road.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p>

Section	Delegation	Purpose	Scope
10	<p>Subject to Council-approved and departmental policies and in accordance with By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, the General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to establish and implement changes in parking and stopping regulations and intersection controls to the following:</p> <ul style="list-style-type: none"> • parking prohibitions, • stopping prohibitions, including special events, • standing prohibitions, • parking zones, • bus zones, • bus time point zones, • Para Transpo Bus Zones, • school bus loading zones, • hotel loading zones • diplomatic loading zones, • excursion loading zones, • police vehicle zones, • bookmobile zones, 	<p>Provides the ability for Traffic Services to establish and implement changes in parking and stopping regulations and intersections controls through the Council-approved Traffic and Parking By-law.</p> <p>Provides the ability for Traffic Services to proceed directly to Council for an amendment to the Traffic and Parking By-law.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Traffic Services</p>

Section	Delegation	Purpose	Scope
	<ul style="list-style-type: none"> • motorcycle zones, • taxi zones, • loading zones, • pedestrian crossover zones, • school crosswalk zones, • tour bus zones, • roundabouts, • through highways, • stop control at intersections, • yield control at intersections, • multi-way control at intersections, • turn prohibitions including cyclist and vehicular exemptions where appropriate, • pavement markings, • truck routes, • truck route load designations, • multiple lane highways, • pedestrian crossing prohibitions, • pedestrians and pedestrian malls, • reserved bus lanes, • reserved bicycle lanes, 		

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	<ul style="list-style-type: none"> • bicycles, • reserved high occupancy vehicle lanes, • controlled access roads, • speed limits, • temporary road closures for traffic and parking matters, including special events, • temporary amendments to regulations for construction. <p>The General Manager, Public Works, and the Director, Traffic Services, individually are authorized to proceed directly to Council to authorize an amendment to By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, by way of placing a by-law on the Agenda of Council.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		

Section	Delegation	Purpose	Scope
11	<p>Subject to Council-approved and departmental policies and in accordance with By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, the General Manager, Public Works, is delegated the authority to establish and implement changes in parking and stopping regulations to the following:</p> <ul style="list-style-type: none"> a) metered parking zones; b) pay and display parking machine zones; and, c) paid parking zones. <p>The General Manager, Public Works, is authorized to proceed directly to Council to authorize an amendment to By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, pursuant to subsection (1) by way of placing a by-law on the Agenda of Council.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Roads and Parking Services to implement changes in on-street paid parking in alignment with the Municipal Parking Management Strategy.</p> <p>Provides the ability for Roads and Parking Services to proceed directly to Council for an amendment to the Traffic and Parking By-law.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
12 and 13	<p>The General Manager, Public Works, and the Director, Roads and Parking Services, individually are delegated the authority to vary off-street public parking rates at any time throughout the year to reflect seasonal and market adjustments or to encourage sustainable modes of transportation, provided the variation of the rates is consistent with the Municipal Parking Management Strategy and is within the range approved by Council as part of the annual budget.</p> <p>The General Manager, Public Works, is delegated the authority to vary existing on-street parking rates, vary the times of day and days of the week when on-street parking rates are in effect, and to introduce on-street parking rates in new areas, provided the variation or introduction is consistent with the Municipal Parking Management Strategy and is within the range approved by Council as part of the annual budget.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for Roads and Parking Services to make adjustments to off-street rates at City-managed paid public parking facilities and on-street rates in support of the Municipal Parking Management Strategy.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Roads and Parking Services</p>

Section	Delegation	Purpose	Scope
14	<p>The General Manager, Public Works, the General Manager, Planning, Real Estate and Economic Development, the Director, Traffic Services, and the Director, Transportation Planning, individually are delegated the authority to make minor and administrative amendments to City Planning and Design Guidelines related to transportation infrastructure such as, but not limited to, Complete Streets, Regional Road Corridor Design Guidelines and Transportation Impact Assessment Guidelines. The Director, Infrastructure Services, is delegated the authority to make minor administrative amendments to City standards and specifications for the design and construction of municipal infrastructure.</p>	<p>Provides the ability for Traffic Services Director, in the absence of the General Manager Planning Real Estate and Economic Development, the Director Transportation Planning and of the General Manager Public Works, more specifically to traffic management for construction, to make minor and administrative amendments to City Planning and Design Guidelines.</p>	<p>General Manager, Public Works</p> <p>General Manager, Planning, Real Estate and Economic Development</p> <p>Director, Traffic Services</p> <p>Director, Transportation Planning</p> <p>Director, Infrastructure Services</p>

Section	Delegation	Purpose	Scope
15	<p>The General Manager, Public Works, is delegated the authority to enter into and execute or amend sewer discharge agreements or permits, permits for the disposal of hauled liquid materials, and leachate agreements in accordance with Section 9 of By-law No. 2003-514, as amended, being the Sewer Use By-law, or any successor by-law thereto.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for the General Manager of Public Works to execute or amend sewer discharge agreements or permits, permits for the disposal of hauled liquid materials, and leachate agreements in accordance with Sewer Use By-Law.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
16	<p>The General Manager, Public Works, is delegated the authority to issue or amend compliance certificates for sewer and waste disposal programs in accordance with Section 10 of By-law No. 2003-514, as amended, being the Sewer Use By-law, or any successor by-law thereto.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for the General Manager of Public Works to issue or amend compliance certificates for waste disposal programs.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
17	<p>The General Manager, Public Works, is delegated the authority to approve Municipally-owned solid waste facilities, liquid waste facilities, and short term waste facilities, to approve and execute agreements related thereto, and to provide technical comments to the Ontario Ministry of the Environment, Conservation and Parks on all Environmental Compliance Approval applications.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability for the General Manager of Public Works and Director of Solid Waste to approve City-owned solid waste and/or short-term waste facilities, and to approve and execute agreement, and provide comments to the Ministry on all Environmental Compliance Approvals applications.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager